



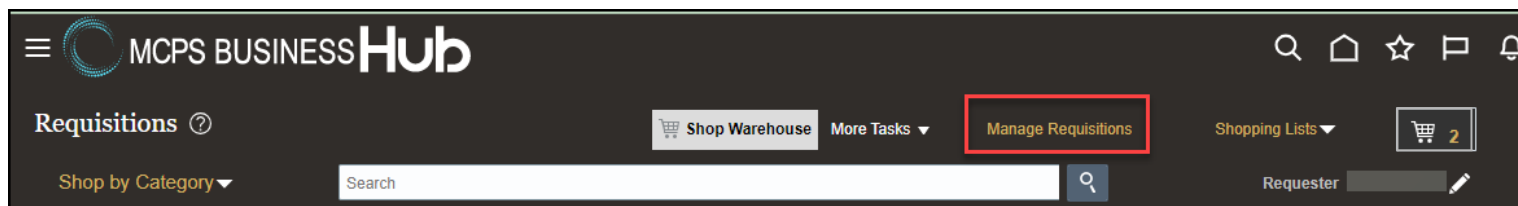
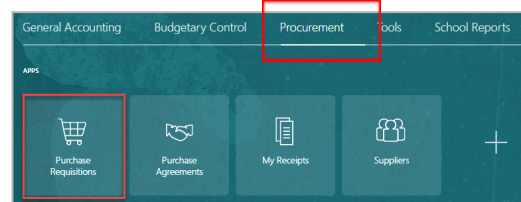
# Print a Requisition

In this topic you will learn how to print a PDF version of a requisition.

Image quality in this guide may vary across devices. If images are not clear, increase your viewing size.

## Directions

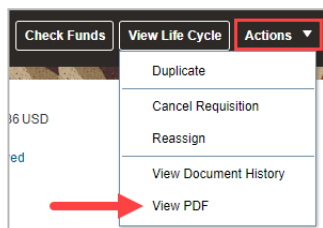
1. Scroll to the **Procurement** menu and select the **Purchase Requisitions** tile.
2. Click on the **Manage Requisitions** link.



3. Locate the requisition you wish to print and click the **Requisition number** hyperlink.

Requisition	Description
12005	Paper, Multipurpose, White, 8 1/2 In. X 11 In. , 10 Reams/Case, Mason Flagship, WBM21200

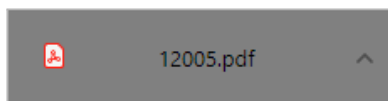
4. Click the **Actions** dropdown menu, in the upper right hand corner, and select the **View PDF** list item.



5. Choose a file name and save location if prompted.

File name:	12005.pdf
Save as type:	Adobe Acrobat Document (*.pdf)
<div>Save</div>	

**Note:** If using the Chrome browser, your file will load at the bottom left of the browser window. Click on the file name to open the PDF and print.



6. Once your PDF is saved, you can print as you would normally print a PDF.

**Note:** Your screen may differ from screenshots in these instructions, due to variations in user roles and system upgrades.